Standards Minutes Format

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| **Meeting:** | *Il meeting ha lo scopo di revisionare lo svolgimento dei Dynamic Model, del System Design Document .* | **Facilitator/Chairperson:** | Cozzolino Salvatore Giorgio |
| **Date:** | 09/12/2020 | **Minute Taker:** | Luigi Cicalese |
| **Location:** | Google Meet | **Time Keeper:** | Sorrentino Andrea *Celentano Christian* |
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| **In Attendance:** | *Sorrentino Andrea [SA]**Celentano Christian [CC]**Cozzolino Salvatore Giorgio [CSG]**Cicalese Luigi [CL]* | | |
|  |  | | |
| **Absent:** | Nessuno | | |
|  |  | | |
| **cc.:** | *Prof. De Lucia Andrea* | | |
|  |  | | |
| **Next Meeting :** | Google Meet –15/12/2020 | | |

**Item Category:** A - action D - decision R - action rolled over

C - complete N – note

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| **1.** | ***Revisione dei Casi d’uso*** | **A/C/D**  **N/R** | **Person** | **Date**  **Req'd** | **Original Clearance Date for Rolled over actions** |
| **1.1** | *CC espone gli aggiornamenti dei Class Diagram* | *A* | *CC* | *-* | *-* |
| **1.2** | *CL, SGM, AS richiedono informazioni in merito allo svolgimento dei Class Diagram* | *N* | *CL, SGC, AS* | *-* | *-* |
| **1.3** | *AS, CC, SGM, CL dopo aver chiarito l’obiettivo chiudono il punto* | *N* | *AS, CC, SGC, CL* | *-* | *-* |
| **1.4** | *Il punto è terminato* | *D* | *AS, CC, SGC, CL* | *-* | *-* |

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| **2.** | ***Revisione dei System Design Document*** | **A/C/D**  **N/R** | **Person** | **Date**  **Req'd** | **Original Clearance Date for Rolled over actions** |
| **2.1** | *AS espone lo svolgimento del System Design Document* | *A* | *AS* | *-* | *-* |
| **2.2** | *CC, SGM, CL richiedono informazioni in merito allo svolgimento dei System Design Document* | *N* | *CC, SGC, CL* | *-* | *-* |
| **2.3** | *AS, CC, SGM, CL dopo aver chiarito l’obiettivo chiudono il punto* | *N* | *AS, CC, SGM, CL* |  |  |
| **2.4** | *Il punto è terminato* | *D* | *AS, CC, SGM, CL* | *-* | *-* |

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| **3** | **Decisione data prossimo meeting** | **A/C/D**  **N/R** | **Person** | **Date**  **Req'd** | **Original Clearance Date for Rolled over actions** |
| **3.1** | *Il prossimo meeting si terrà su Google Meet il 15/12/2020* | *D* | *AS, CC, SGC, LC* | *-* | *-* |